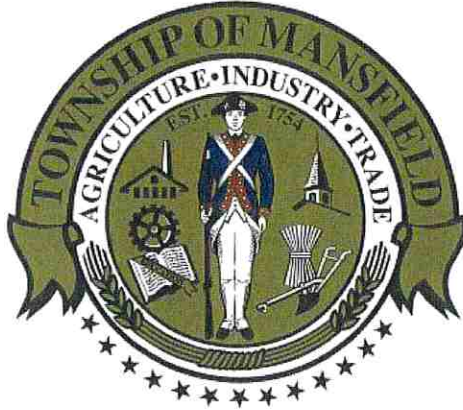
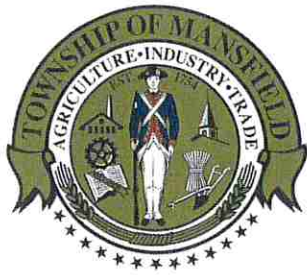


Mansfield Township – Warren County



## Request for Proposals 2023 Professional Services

RFP receipt date – October 19, 2022 at 12:00pm



# Township of Mansfield

100 Port Murray Rd – Port Murray, NJ 07865  
Phone (908) 689-6151 Fax (908) 689-2840

## **Request for Proposal (RFP) form.**

This form will be used by the Mansfield Township Committee as a basis for making professional service appointments. Two (2) copies of proposals, including rates in Excel Spreadsheet, shall be provided and submitted in a **sealed envelope**, marked on the outside with "Submission of Proposal for (Name of Position)" to

Monica Orlando, Acting Township Clerk,  
100 Port Murray Rd, Port Murray, NJ 07865

**no later than 12:00 Noon on October 19, 2022.**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

- |                               |   |
|-------------------------------|---|
| 1. Township Attorney          | 8. Substitute Municipal Prosecutor              |
| 2. Township Engineer          | 9. Substitute Municipal Defender                |
| 3. Township Auditor           | 10. Financial Advisor                           |
| 4. Township Bond Counsel      | 11. Special Service In-Rem Foreclosure Attorney |
| 5. Township Conflict Attorney | 12. Tax Appeal Attorney                         |
| 6. Municipal Prosecutor       | 13. Information Technology Services             |
| 7. Municipal Defender         |   |



# Township of Mansfield

100 Port Murray Rd – Port Murray, NJ 07865  
Phone (908) 689-6151 Fax (908) 689-2840

## REQUEST FOR PROPOSAL

Proposals will be evaluated by the Mansfield Township Committee on the basis of the most advantageous price and other factors listed below. Please provide the information below:

1. Names, title, and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firm's ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

Checklist of required documents

The following items are required submissions in this proposal package:

Initials

Two (2) copies <b><u>unbound</u></b>	✓	_____
Affirmative Action Requirements	✓	_____
Americans With Disabilities Act	✓	_____
Applicant and Sub-Applciant Business Registration Certificate	✓	_____
Corporate Disclosure Statement	✓	_____
Qualification Proposal Form	✓	_____
Acknowledgement of Addenda (as applicable)	✓	_____
Affidavit of Non-Collusion	✓	_____
Disclosure of Investment Activities in Iran Form	✓	_____
Township of Mansfield Professional Appointment Certification	✓	_____
Township of Mansfield Dispute Resolution Acknowledgement	✓	_____
Political Contribution Disclosure Form	✓	_____
This checklist of Required Documents, signed below	✓	_____

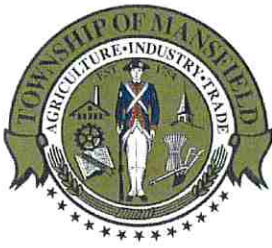
Each required item must be initialed on this form in the space provided.  
This checklist must be signed and submitted with the proposal package.

\_\_\_\_\_  
COMPANY / APPLICANT'S NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT) TITLE



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**PROPOSAL**

**2023 PROFESSIONAL SERVICES WITHIN THE TOWNSHIP**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Please check the box next to the professional service that you are submitting a proposal for:

<input type="checkbox"/>	Township Attorney
<input type="checkbox"/>	Township Engineer
<input type="checkbox"/>	Township Auditor
<input type="checkbox"/>	Township Bond Counsel
<input type="checkbox"/>	Township Conflict Attorney
<input type="checkbox"/>	Municipal Prosecutor
<input type="checkbox"/>	Municipal Defender
<input type="checkbox"/>	Substitute Municipal Prosecutor
<input type="checkbox"/>	Substitute Municipal Defender
<input type="checkbox"/>	Financial Advisor
<input type="checkbox"/>	Special Service In-Rem Foreclosure
<input type="checkbox"/>	Tax Appeal Attorney
<input type="checkbox"/>	Information Technology Services





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**PROPOSAL (continued)**

**2023 PROFESSIONAL SERVICES WITHIN THE TOWNSHIP**

The undersigned declares that he/she has carefully examined and fully understands the Information for Applicants, Specifications and other documents herein referred to and agrees to furnish and deliver all materials and to perform all work in accordance with the contract documents for the 2023 Professional Services within the Township.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail Address

Witness or Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
(If Corporation, affix Corporate Seal)



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

## I. SUBMISSION OF QUALIFICATIONS

A. Township of Mansfield, Warren County, New Jersey (hereinafter referred to as "TOWNSHIP") invites sealed proposals pursuant to the Notice to Applicants.

B. Sealed proposals will be received by the designated representative at the time and place stated in the Notice to Applicants, and at such time and place will be publicly opened and read aloud.

C. The proposal form shall be submitted, in a sealed envelope: (1) addressed to the TOWNSHIP, (2) bearing the name and address of the applicant written on the face of the envelope, and (3) clearly marked "PROPOSAL" with the contract title and/or proposal # being proposal.

D. It is the applicant's responsibility to see that proposals are presented to the TOWNSHIP on the hour and at the place designated. Proposals may be hand delivered or mailed; however, the TOWNSHIP disclaims any responsibility for proposals forwarded by regular or overnight mail. If the proposal is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Proposals received after the designated time and date will be returned unopened.

E. Sealed proposals forwarded to the TOWNSHIP before the time of Receipt of proposals may be withdrawn upon written application of the applicant who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. Once proposals have been opened, they must remain firm for a period of sixty (60) calendar days.

F. All prices and amounts must be written in ink or preferably typewritten. Proposals containing any conditions, omissions, unexplained erasures or alterations, items not called for in the proposal form, attachment of additive information not required by the specifications, or the TOWNSHIP may reject irregularities of any kind. Any changes, whiteouts, strikeouts, etc. on the proposal page must be initialed in ink by the person responsible for signing the proposal.

G. Each proposal form must give the full business address of the applicant and be signed by an authorized representative. Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Proposals by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

president, secretary, or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

## II. INTERPRETATION AND ADDENDA

A. The applicant understands and agrees that its proposal is submitted on the basis of the requirements prepared by the TOWNSHIP. The applicant accepts the obligation to become familiar with these requirements.

B. Applicants are expected to examine the requirements with care and observe all their requirements. Ambiguities, errors, or omissions noted by applicants should be promptly reported in writing to the appropriate official. In the event the applicant fails to notify the TOWNSHIP of such ambiguities, errors or omissions, the applicant shall be bound by the proposal.

C. No oral interpretation of the meaning of the specifications will be made to any applicant. Every request for an interpretation shall be in writing, addressed to the TOWNSHIP'S representative stipulated in the proposal. In order to be given consideration, written requests for interpretation must be received at least five (5) days prior to the date fixed for the Receipt of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective applicants, in accordance with N.J.S.A. 40A:11-23. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the applicant in the proposal. The TOWNSHIP'S interpretations or corrections thereof shall be final.

## III. PREPARATION OF PROPOSALS

A. The TOWNSHIP is exempt from any local, state, or federal sales, use or excise tax.

## IV. STATUTORY AND OTHER REQUIREMENTS

A. Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127).

### 1. Procurement, Professional and Service Contracts

All successful vendors must submit, within seven days after the receipt of the notice of intent to award the contract or the receipt of the contract, one of the following:





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

- i. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or
- ii. A photocopy of an approved Certificate of Employee Information Report, or
- iii. If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

B. Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of proposals and services is prohibited. The successful applicant is required to read Americans with Disabilities language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful applicant is obligated to comply with the Act and to hold the TOWNSHIP harmless.

C. Stockholder Disclosure

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the proposal or accompanying the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Form of Statement shall be completed and attached to the proposal.

D. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted with the proposal.

E. New Jersey Business Registration Requirements

Non-Construction Contracts – The Contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the Contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to Section 1 of P.L. 2001, c134 (C.52:32-44 et al) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**Failure to submit this shall be cause for rejection of the proposal.**

#### **V. METHODS OF AWARD**

- A. All contracts shall be for 12 consecutive months or less.
- B. The TOWNSHIP may award the work based on the terms stated in Exhibit A.
- C. The successful applicant will not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the TOWNSHIP.
- D. This contract will be awarded pursuant to a fair and open process as prescribed in NJSA 19:44A-20.4 (P.L. 2005, c. 51).

#### **VI. TERMINATION OF CONTRACT**

- A. If, through any cause, the successful applicant shall fail to fulfill in a timely and proper manner obligations under this contract or if the contractor shall violate any of the requirements of this contract, the TOWNSHIP shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the TOWNSHIP of any obligation for balances to the contractor of any sum or sums set forth in the contract.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the TOWNSHIP for damages sustained by the TOWNSHIP by virtue of any breach of the contract by the contractor and the TOWNSHIP may withhold any payments to the contractor for the



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

purpose of compensation until such time as the exact amount of the damage due the TOWNSHIP from the contractor is determined.

- C. The contractor agrees to indemnify and hold the TOWNSHIP harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the TOWNSHIP under this provision.
- D. In case of default by the successful applicant, the TOWNSHIP may procure the articles or services from other sources and hold the successful applicant responsible for any excess cost occasioned thereby.





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**EXHIBIT A**

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES - 2023**

1. The Township of Mansfield is soliciting proposals for the provision of professional services to the Township for the calendar year 2023. Proposals will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.
2. All sealed proposals shall be submitted to Monica Orlando, Acting Township Clerk, 100 Port Murray Rd, Port Murray, NJ 07865 by October 14, 2022 – 12:00 PM.
3. All proposals shall include, at a minimum: the name, address and all contact information of the person or firm making the proposal; a statement of qualifications, including all applicable professional licenses held; a statement of experience in rendering such professional services to public entities; and a proposal for compensation or a schedule of fees to be charged for such professional services.
4. All proposals will be evaluated by the Acting Township Clerk and Qualified Purchasing Agent of the Township of Mansfield.
5. Proposals will be evaluated by the Township Committee of the Township of Mansfield on the basis of the proposals deemed to be most advantageous, price and other factors considered. The evaluation will consider:
  - a. Experience and reputation in the field;
  - b. Knowledge and experience with Township form of Government;
  - c. Knowledge of the Township of Mansfield and the subject matter to be addressed under the contract;
  - d. Availability to accommodate any required meetings of the agency;
  - e. Support staff availability;
  - f. Compensation proposal;
  - g. Other factors, if determined to be in the best interest of the Township of Mansfield and its agencies.
6. Proposals will be evaluated as follows:
  - a) Proven record of experience including references, in providing the type of services requested
  - b) Understanding of the qualitative nature of services provided
  - c) Personnel qualifications (i.e., resume of key personnel who will be responsible for work)
  - d) Location of professionals' office
  - e) Availability of personnel and ability to provide services in a timely manner.
  - f) Estimated Cost of services (i.e., price proposal)





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

7. A description of the professional services required by the Township of Mansfield and its agencies is as follows:

**Township Attorney** - shall be a licensed attorney at law of New Jersey. As set forth in the Code of the Township of Mansfield will provide legal counsel to the Mayor & Township Committee, Township Clerk, and other officials on a wide variety of issues that are typical of a local government agency.

**Township Engineer** - shall be a New Jersey licensed professional engineer. When directed, the Township Engineer shall provide services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding their conformance to applicable Township requirements and needs, municipal ordinances, if applicable, and to the general requirements of design practice. When directed, the Township Engineer shall provide assistance with normal "public works projects such as paving & milling, drainage, minor construction, storm sewer issues and the like in addition to services necessary to observe, assess conformity to statutory or other ordinance requirements and report upon the installation of site improvements and subdivision public improvements in connection with Township or other site developments. When directed, the Township Engineer shall provide services necessary to review assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses and similar regulatory documents. RFQ should include all services under the conditions of the retainer, as well as hourly rate for any additional services. Attendance at Township Committee meetings (evening) and other daily meetings will be required.

**Township Auditor** - shall make the annual audit of the Township financial records for the year ending December 31, 2023 and serve as Township Auditor for the calendar year 2023 and perform the duties prescribed by law all in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey regarding same. The Township Auditor shall perform such duties and render such services as may from time to time be requested by the Township Committee, Chief Financial Officer, and/or the Township Clerk.

**Bond Counsel** - shall be a licensed attorney at law of New Jersey. Township Bond Counsel performs and provides legal advice with regard to the following activities: the preparation of Township Bond Ordinances and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of Township Bond Anticipation, Special Emergency, and Tax Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition, Township Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

Township. Township Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meetings of the Board.

**Township Conflict Attorney** - The Township Conflict Attorney shall be a licensed attorney at law of New Jersey to advise and represent the Township in any matter in which the Township Attorney should be disqualified As set forth in the Code of the Township of Mansfield will provide legal counsel to the Mayor & Township Committee, Township Clerk, and other officials on a wide variety of issues that are typical of a local government agency.

**Municipal Prosecutor** - an individual licensed to practice law in the State of New Jersey who, by experience and education, is qualified to preside as a Municipal Prosecutor.

**Municipal Public Defender** - an individual licensed to practice law in the State of New Jersey who, by experience and education, is qualified to preside as a Municipal Public Defender.

**Substitute Municipal Prosecutor** - an individual licensed to practice law in the State of New Jersey who, by experience and education, is qualified to preside as a Municipal Prosecutor to serve when the Municipal Prosecutor is unable to.

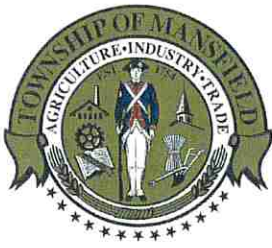
**Substitute Municipal Public Defender** - an individual licensed to practice law in the State of New Jersey who, by experience and education, is qualified to preside as a Municipal Public Defender to serve when the Municipal Public Defender is unable to.

**Financial Advisor** – a firm to monitor, on an ongoing basis, the Township's debt positions and make recommendations as to changes in those positions. Assist with any defeasance, redemption, or tender programs executed in connection with such changes

**Special Services In-Rem Foreclosure Attorney** - shall be a licensed attorney at law of New Jersey to handle all of the Township's Legal Services for In-Rem Tax Foreclosures and represent the Township as creditors in all Bankruptcy Court Proceedings.

**Tax Appeal Attorney** - an individual licensed to practice law in the State of New Jersey who specialty is defending Tax Appeals at the County Tax Board or State Tax Court levels.

**IT Services** - Shall provide specialized expertise, advice and labor related to design, installation and maintenance of individual computers, laptops, mobile devices, and networks. Experience should include both hardware and software.



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

# Forms Requiring Signatures





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**DISCLOSURE OF OWNERSHIP N.J.S.A. 52:25-24.0 (P.L. 1977 c 33)**

**Check One**

☐ I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issues and outstanding stock of the undersigned.

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned

LEGAL NAME OF APPLICANT: \_\_\_\_\_

- ☐ Limited Partnership      ☐ Subchapter S Corporation      ☐ Limited Liability Company  
☐ Partnership      ☐ Corporation (Profit or Non-Profit)      ☐ Sole Proprietorship  
☐ Limited Liability Partnership      ☐ Other \_\_\_\_\_

**Complete if the applicant/respondent is one of the three (3) types of corporations;**

Date Incorporated: \_\_\_\_\_ Where Incorporated: \_\_\_\_\_  
Business Address: \_\_\_\_\_

\_\_\_\_\_  
Street Address      City      State      Zip  
\_\_\_\_\_  
Telephone Number      Fax Number

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

**(To be completed by for profit only)**

Full Name of Individual	Address of Individual	Share (%) Owned
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

*Notes:*

1. Attach additional sheets in this format, if necessary.
2. If an organization is shown as a greater than 10% Ownership, attach a similar breakdown of their/ its individual Owners.





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**AFFIDAVIT OF NON-COLLUSION**

The undersigned, being duly sworn according to law, deposes and says:

1. I reside at \_\_\_\_\_

\_\_\_\_\_

2. The name of the within applicant is \_\_\_\_\_

\_\_\_\_\_

3. I executed the said proposal on behalf of the applicant with full authority to do so.

4. The applicant has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposal in connection with the contract.

5. All statements contained in the Qualification Statement and Proposal and in this Affidavit are true and correct and were made with the full knowledge that the Township of Mansfield, County of Warren, its officers, and employees, relies upon the truth of the statements therein made in awarding the above-named contract.

6. I further warrant that no person or selling agency has been employed or retained to solicit or service such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bonafide employees of or bonafide established commercial selling agencies maintained by the applicant.

Sworn and subscribed to  
before me on this day of  
\_\_\_\_\_, 2022

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name



## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CHECK THE APPROPRIATE BOX

☐

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

☐

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities  
Relationship to Vendor/ Bidder  
Description of Activities


Duration of Engagement  
Anticipated Cessation Date

*\*Attach Additional Sheets If Necessary.*

### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**AFFIRMATIVE ACTION CERTIFICATION P.L. 1975, C. 127 (N.J.A.C. 17:27)**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L.1975, C.127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).  
OR
2. A photocopy of approved Certificate of Employee Information Report. OR
3. An Affirmative Action Employee Information Report (Form AA302) OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Workforce Report (AA201) for any contract award that meets or exceeds the Public Agency bid threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.

The following questions must be answered by all applicants:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.

**Note: A contractor's proposal must be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c.127, within the time frame.**

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**EXHIBIT A**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**Goods, Professional Services and General Service Contracts  
(Mandatory Affirmative Action Language)**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation or sex. Except with respect to affection or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affection or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affection or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO PROPOSAL DOCUMENTS FORM**

Pursuant to N.J.S.A. 40A: 11-23.1a, the undersigned hereby acknowledges receipt of the following notices, revisions, or addenda to the proposal advertisement, specifications, or proposal documents. By indicating date of receipt, applicant acknowledges the submitted proposal takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to applicants shall take precedence and that failure to include provisions of changes in a proposal may be subject for rejection of the proposal.

Addendum Number	How Received (mail, fax, pick-up, etc.)	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*\*If no addenda have been issued, please write "N/A" above and complete the form below\*\*\*

Company/Applicant: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**AMERICANS WITH DISABILITIES ACT**  
**Equal Opportunity For Individuals With Disabilities**

The Contractor and the Township of Mansfield do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect, and save harmless the Township, its agents, servants, and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from, such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Township shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Township or its representatives.

It is expressly agreed and understood that any approval by the Township of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the ADA and to defend, indemnify, protect, and save harmless the Township pursuant to this paragraph.

It is further agreed and understood that the Township assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees, and subcontractors for any claim





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

\_\_\_\_\_  
Company/Bidder's name

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title





Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**DISPUTE RESOLUTION**

Any dispute arising under this Contract shall be resolved in accordance with and subject to the limitations contained in N.J.S.A. 40A:11-41.1 as follows:

1. All remedies provided elsewhere in the Contract documents to resolve disputes, claims and protests shall be exhausted. Where the Engineer or Architect is required to issue a decision, such decision shall be a condition precedent to proceeding to resolve the dispute in accordance with paragraph 2.
2. Prior to litigation, the TOWNSHIP and Contractor shall endeavor to settle disputes by mediation in accordance with the current Construction Industry Mediation Rules of the American Arbitration Association. Demand for mediation shall be filed in writing by the party requesting mediation with the other party to this Agreement and with the American Arbitration Association. The Engineer or Architect shall be provided with an information copy of the demand unless the Engineer or Architect is joined. In no event shall such demand be made more than 30 days after completion, acceptance, and final payment nor after the date when institution of legal or equitable proceedings regarding the matter in dispute would be barred as a matter of law.
3. Nothing herein shall be construed to prevent the TOWNSHIP and Contractor from agreeing to utilize any other alternative dispute resolution procedure in lieu of or in addition to mediation.
4. Nothing herein shall be construed to prevent the TOWNSHIP from notifying any performance guarantor (Surety) of, and requesting the Surety's assistance in resolving any disputes which involve the Contractor's performance.

Company/Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



Township of Mansfield (Warren County)  
RFP – 2023 Professional Services  
Proposal Receipt Date – October 19, 2022 – 12pm

**CERTIFICATE BY PROFESSIONAL UNDER CONSIDERATION FOR APPOINTMENT**

I, \_\_\_\_\_, of full age, certify and say:

1. I am employed by, or am a member of, the firm, \_\_\_\_\_, ("Firm").
2. I am sufficiently familiar with the Firm's business and transactions, or have made inquiry of the Firm sufficient to allow me to execute this Certification for the purposes stated herein.
3. After the Effective Date, neither I, the Firm, nor any other person/entity encompassed within the definition "Professional Business Entity" as set forth in Section 2-61.4, have violated any provision of the attached Ordinance.
4. I hereby certify that pursuant to the Township Ordinance, I am eligible to be awarded a Contract for professional services to the Township.
5. I hereby certify that the foregoing statements made by me are true. I am aware that the Township will rely upon this Certification in the event a Contract for professional services is awarded to me. I am further aware that if any of the statements made by me are willfully false, I am subject to punishment, and in addition thereto, any Contract for professional services which may have been awarded may be terminated and/or declared null and void.

Company/Applicant: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_